



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RIGHT-OF-WAY PROGRAM SPECIALIST I

Job Number: 20001615

Job Code: 83330V160316

Job Group: 8300 - PROPERTY

Job Established: 06/16/1982

Job Revised: 03/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under direction of the Right-of-Way and Utilities Division Director, has regional and/or statewide administrative responsibility for one of the following functions and provides technical guidance and assistance: acquisition project scheduling, appraisal reviews, relocation project scheduling, right-of-way contract administration and/or property management; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience (under the laws of eminent domain) in highway rights of way appraisal, negotiation, property management and/or relocation assistance.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Under the laws of eminent domain (exercising the right of condemnation), broad experience in at least one of the following areas will substitute for the required education on a year-for-year basis: 1. Professional duties of research for and preparation of documented appraisals (value of property, land, structures and improvements) through the Appraisal Process which are then approved for right-of-way acquisition; 2. Initiating and conducting problem solving negotiations including details of appraisal and offer with owner leading to approved settlements or condemnation; 3. Initiating and providing relocation assistance including but not limited to reimbursement of moving expenses, replacement housing computations and re-

establishment expenses to displaced persons, businesses or non-profit organizations; 4. Handling the disposal of improvements and environmental clean up on properties which may include carcinogenic or hazardous materials. (Eminent domain is the right of government to take or to authorize the taking of private property for public use, just compensation usually being given to the owner).

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license at time of appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license. <http://transportation.ky.gov/driver-licensing/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates programming for state and federal highway projects. Requests, evaluates and maintains right-of-way estimates. Requests project funds. Evaluates plans, determines number of parcels, compares estimates and relocation plans and drafts documents for project authorization, official orders, right-of-way status reports and clearance letters. Maintains records on right-of-way plan changes. Conducts the final central office review and evaluation of replacement housing payment computations, mortgage interest differential computations, bids for moving personal property, moving cost payments and incidental expenses in assigned districts. Provides technical assistance to assigned district personnel and consultants on all phases of the relocation assistance program. Provides relocation training for assigned district personnel and consultants. Coordinates the gathering of data for conceptual and acquisition stage relocation reports. Evaluates and submits relocation assistance reports to the central office for project authority. Coordinates decent, safe and sanitary inspections with other states and coordinates relocation assistance appeals activities. Coordinates grave relocations in assigned districts. Administers personal service contracts within the Division of Right of Way and Utilities. Evaluates billing data for contract performances to process for payment invoices received from personal service contractors. Responsible for assuring maintenance of files on contractors, staff review personnel, comparable sales reports and/or salvage information from district offices and prepares reports and statistics as required. Gathers, assembles and evaluates data for financial or statistical reports for the director. Administers property management to include the rental of property, sale and disposal of surplus property, sale and/or demolition of improvements.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting. Occasional travel throughout the state may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.